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|  | **Rosatom Central Europe s.r.o.****Antala Staška 2027/79****140 00 Praha 4** |

**ТЕRMS OF REFERENCE**

**For lease of non-residential space for office in Bratislava**

**(Slovak Republic)**

Prague

2018

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**SECTION 1. DENOMINATION**

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| **LEASE OF NON-RESIDENTIAL SPACE FOR OFFICE IN BRATISLAVA****(SLOVAK REPUBLIC)** |

**SECTION 2.DESRIPTION OF SERVICE**

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| **2.1 Composition of services** |
| Lease of office space for activities of Rosatom Central Europe s.r.o. in Bratislava. The Lessor shall lease to the Lessee a property in a state suitable for use according to purposes of lease. |
| **2.2 Description of services** |
| * Premise class: not lower than B+
* Location:
* new office center (or business center) in the central part of Bratislava (district 1or 2);
* convenient vehicle access and transport infrastructure (the building should be within 15 minutes walking distance from public above-ground transport).
* Structural features of the building and interior of the premises:
* presence of a guarded parking (above- or underground);
* central reception in the first-floor hall or a separate entrance;
* state-of-the-art high-quality interiors of the office premises;
* acceptable share of auxiliary measured area maximum 12% for class A buildings and maximum 20% for class B+ buildings;
* the building should be designed with a possibility to install raised floor (for class A buildings).
* Availability of office space:
* a sufficient number of sockets to connect office equipment (at least 3 pcs. /pers.);
* floor covering – carpet, wood or laminate flooring;
* without furniture;
* not requiring redecoration / repair.
* Utility systems of the building:
* state-of-the-art security and building access control systems, round-the-clock security guard (CCTV, AMCS etc.);
* state-of-the-art high-speed lifts by international manufactures;
* availability of ventilation, heating, air conditioning and air humidification systems;
* availability of independent sources of power supply or a diesel generator (for class A buildings).
* Building management and services for tenant:
* duly organized building management, and for class A buildings availability of a professional managing company;
* availability of a cafeteria for tenants in the building or in a walking distance.
* Office space area: 42 m2 +/- 20%
* The office should include:
* conference room or space with an area of at least 8,6 m2 and no more than 14,4 m2;
* working space with an area of at least 14 m2 and no more than 16 m2;
* reception zone with an area of at least 3 m2 and no more than 6 m2;
* server zone with an area of at least 4 m2 and no more than 7 m2;
* archive zone with an area of at least 4 m2 and no more than 7 m2.
 |
| **2.3 Scope of services rendered or share of services in total procurement** |
| Duration of the lease: 36 months from the date of contract signatureIn addition, the requirements specified in Sec. 2.2 hereof shall be taken into account. |

**SECTION 3. REQUIREMENTS TO SERVICES**

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| **3.1 General requirements** |
| 3.1.1. Technical condition of building and premises shall conform to the state standards for technical condition of buildings and premises effective in Slovakia of the lease item regarding to the following criteria:* adjacent territory;
* façade;
* roof structures and covering;
* elements of indoor finishing and interior;
* heating and hot water supply, sewerage systems;
* ventilations and air conditioning systems;
* automatic fire alarm and fire extinguishing systems;
* lift systems;
* security and monitoring systems;
* internal telecommunication networks.

3.1.2. External walls of the premises shall be sound insulated (to avoid noise leakage of information) and shall prevent observation of the work areas of the office from common areas or offices of other companies.3.1.3. In addition, the requirements specified in Sec. 2.2 hereof shall be taken into account. |
| **3.2 Requirements to quality of services** |
| 3.2.1. The Lessor shall pass the office space to Lessee under a Statement, signed by the parties. The Statement shall reflect details of technical and sanitary state of the leased premises. 3.2.2. The Lessor shall transfer the office space in a state which is keeping the terms of this Terms of Reference and Contract and provide to the Lessee free access to the office at any time convenient for him.* + 1. Upon signing the Statement, the Lessor shall transfer to the Lessee 1 (one) set of keys (cards) to the office, provide 24-hour security office.
		2. The Lessor shall provide to the Lessee ability to connect to the Internet.
		3. Upon expiration of the Contract for lease of the office the Lessor shall provide to the Lessee the statement of transfer / acceptance of the office, signed by both parties.
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| **3.3 Requirements to guarantee of services** |
| 3.3.1. Office space must maintain due characteristics of use throughout the entire rental period.  |
| **3.4 Requirements to confidentiality** |
| Maintaining confidentiality of information relating to payments under the Contract.  |
| **3.5 Requirements to training of the Lessee´s personnel** |
| Not identified. |
| **3.6 Requirements to content of technical offer of bidders** |
| Copies of documents for activities related to performance of the Contract:* a copy of the document confirming the right of ownership (certificate of ownerships´ register of real property to be rendered), or
* a copy of document confirming entitling to lease of the property (in the case of a real estate agent), or
* other document confirming entitling to conclude the Contract.
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| **3.7 Special requirements** |
| The Lessee has the right to cancel the Contract unilaterally out of court in the following cases:- The Lessor does not provide the Property for use of the Lessee within three days from the date specified in the Contract (Statement of transfer/acceptance) or creates obstacles to use of property in accordance with its intended purpose;- the property transferred to the Lessee has defects preventing from its use which has not been specified by the Lessor during the conclusion of the Contract and were not known in advance to the Lessee and should not have been detected by the Lessee at the time of visual inspection of the property and signing the statement of acceptance/transfer. |

**SECTION 4. RESULT OF SERVICES RENDERED**

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| **4.1 Description of final result of services rendered** |
| Providing temporary lease of non-residential facility for an office according to the requirements of Sec. 2.2 of the present Terms of Reference for the period of 36 months. |